

Commodity Shelf Newsletter

December 2014

Commodity Expos February 11-13, 2015

The following dates and locations have been established for the SY 14-15 Commodity Expos:

1. Kansas City area – Fort Osage Campus
 - Wednesday, February 11, 2015
2. Central MO – Waynesville Career Center
 - Thursday, February 12, 2015
3. St. Louis area – Parkway West High School
 - Friday, February 13, 2015

Join the DESE – Food & Nutrition Services (FNS) staff at one of the locations to further your knowledge of the USDA Foods Program in Missouri while networking with other Food Service Directors from across the state. The last few years we have received great feedback

regarding the round table discussions, so we will again start each Expo with round table discussions between other Food Service

personnel and an assigned table leader for each table being one of our processing partners. There will then be an informational session presented by DESE – FNS about the operation of the USDA Foods Program in Missouri and ordering techniques for SY 15-16. As always, the food show will close out the day while DESE – FNS staff will be set up to offer assistance in completing the annual USDA Foods Packet. If you have struggles with completing the USDA Foods Packet, the Expos are an opportune time to work one-on-one with DESE – FNS staff to make sure orders are placed accordingly for SY 15-16. The Expos will prove to be a worthwhile time for everyone and **ALL** LEAs are encouraged to join. The USDA Foods Program is a great benefit to each of your programs, and we hope you make plans to join us to learn how you can maximize your utilization of the USDA Foods.



Registration is **FREE**, but we do require registration so we can provide a list of visitors for the hosting districts. Please complete Expo Registration by **February 6, 2015**. Directions and times for each event are also posted to the [DESE – FNS USDA Foods](#) website.

Monthly Updates

Each month DESE – FNS updates many documents on the [DESE – FNS USDA Foods](#) website. The monthly [Open Order Form](#) which lists the USDA Foods available to all Missouri LEAs for delivery the following month will be updated/posted by the 1st of each month and is to be returned to DESE – FNS via Email by the 15th of each month. Upon receipt of all Open Orders, DESE – FNS evaluates requests vs. physical inventory and adjusts any requests should they exceed physical inventory. The [adjustments](#) are then posted by the end of the month for LEAs to review prior to receiving their delivery notification from Lanter Distributing.

The delivery schedule for any [Non-Processed USDA Foods](#) requested via the annual USDA Foods Packet which were not diverted to a processor is updated regularly with pricing. There is also a document with the [anticipated remaining Open Order items for SY 14-15](#) which is updated regularly. All documents will be dated either in the document title or in the footer for your reference to determine if it has been updated.



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Monthly USDA Foods Deliveries

Lanter Distributing is making conscious efforts to run a cyclical delivery schedule to assist LEAs in preparing for their monthly delivery of USDA Foods. Please be aware that Nov. and Dec. are unique months due to the holiday schedules surrounding Thanksgiving and Christmas. Patience and courtesy are appreciated as we work to squeeze nearly 800 deliveries into a shortened window during Nov. and Dec.

Winter weather is upon us and DESE – FNS asks for your cooperation as we work to keep deliveries on track as much as possible. Unfortunately, snow days in MO are typically unavoidable, and the safety of the drivers and school personnel are a top priority. With this understanding, if drivers feel comfortable making deliveries, DESE – FNS and Lanter will



make every effort to keep an originally scheduled delivery, even if the LEA has cancelled school due to winter weather. The logistics of keeping up with the multiple LEAs on each load and not being able to reschedule for the next day due to drivers already being committed to other deliveries for other MO LEAs makes it very difficult to be accommodating for every LEA. Best attempts are made to communicate with LEAs when winter weather becomes an issue. If you are ever in question, please do not hesitate to contact DESE – FNS or Lanter Distributing and we will be happy to assist.

Deli Turkey and Canned Chicken Update

F-100121 – Deli Turkey and D-100887 – Canned Chicken were allocated by MO LEAs during the annual 14-15 USDA Foods Packet. DESE – FNS requested trucks to fulfill the MO requests; however, USDA has since adjusted the requests and they will not be delivered as initially expected. The changes were documented on the Dec. Adjustments and Oct. Adjustments, respectively, as well as updated amounts for future deliveries on the [Non-Processed USDA Foods for SY 14-15 via the Packet](#) document. DESE – FNS is awaiting a decision by USDA on the F-100121 – Deli Turkey before determining how to reallocate the original requests with other available products. DESE – FNS hopes to have a decision by early January and will communicate with affected LEAs once procedures are finalized.



SY 15-16 USDA Foods Packet

DESE – FNS is in the development stage of the annual 2015 – 2016 USDA Foods Packet. Agreements are being established with approved processors and product lists are being finalized. DESE – FNS anticipates having the USDA Foods Packet available by mid-January 2015 to be returned to DESE – FNS by late February 2015. Additional information and exact deadlines will be communicated once all material is ready for posting to the DESE – FNS USDA Foods website. Procedures and product offerings will be very similar to SY 14-15. Don't forget to check out the [Commodity Expos](#) for assistance with the SY 15 – 16 USDA Foods Packet!!

American Commodity Distribution Association (ACDA)

ACDA is a national organization comprised of USDA, States, Industry, and Recipient Agencies (schools/food banks) working together to improve the USDA Food Distribution Program. Each year ACDA hosts an annual national conference (ANC) where members meet to discuss challenges and present solutions to the betterment of the program. The [2015 ACDA ANC](#) is



scheduled for May 3-5, 2015 in Salt Lake City, UT. Many

FSDs have attended in the past and gained valuable insight with regards to the USDA Foods Program. DESE – FNS Food Distribution Director, [Matthew Essner](#), is the current president for ACDA and would be happy to answer any questions you may have regarding ACDA, 573-522-1974.

Net-Off-Invoice (NOI) Check-in

As described on page 5 of the [October 2014 Commodity Shelf Newsletter](#), NOI is a value pass through method approved by USDA and made available to Missouri LEAs during the annual USDA Foods Packet. LEAs electing to divert lbs to processors for NOI during SY 14-15 are being monitored by DESE – FNS, the processors and the representative brokers for each processor. As outlined in the [NOI guidance](#) on the DESE – FNS USDA Foods website, in November of each school year DESE – FNS will review all NOI balances to see if at least 33% usage has been achieved by each LEA to demonstrate appropriate drawdown progress. Should 33% usage not be achieved by November, DESE – FNS communicates with the processors and brokers to contact LEAs to determine the challenges preventing the appropriate drawdown pace. DESE – FNS will follow the same procedure in February looking for at least 66% usage. Should LEAs again not be on pace, DESE – FNS will work with processors and brokers to contact LEAs for explanations. If plans are not in place by February for the LEA to fully use the diverted NOI balance by June 30th, DESE – FNS, will reallocate the diverted lbs to a different MO LEA to achieve a zero balance by June 30th.



LEAs diverting lbs to NOI processors can monitor their balances on either www.k12foodservice.com or www.processorlink.com. Log in procedures to establish usernames and passwords are available on each of these third party websites. If you have any additional questions, please contact the DESE – FNS office, 573-751-2646.

Lanter Distributing – Delivery/Storage

DESE – FNS utilizes a contracted vendor, currently Lanter Distributing, to provide the warehousing and the delivery of the USDA Foods for Missouri LEAs.

Below is a checklist of important details to remember when planning, receiving, and documenting a monthly delivery:



- ☐ There will be 9 monthly deliveries (August – April).
 - Deliveries are contracted to be **tailgate deliveries**. Inside delivery can be set-up for an additional fee billed by Lanter.
- ☐ The contract allows for **delivery times anytime between 7:00 a.m. – 3:00 p.m.** Please have appropriate staff available to receive the USDA Foods when Lanter arrives.
- ☐ Lanter will be **Emailing or Faxing** (based on your preference) a list of items to be received by your LEA during the upcoming month. This list will be sent before or during the first week of the month to all LEAs. The list **will not** include a delivery date and time.
 - There will be a date printed on your list....this printed date **is not an indication of your delivery date!** The date is generated by importing the orders, but has no significance on when the order will actually be delivered.
- ☐ A dispatch representative from Lanter will contact your LEA **at least 4 days** prior to a future delivery to verify the **delivery date** and a **2-hour window** for your upcoming delivery.
- ☐ If a delivery is unable to be made due to sick driver, bad weather, equipment malfunctions, etc. Lanter will contact the LEA immediately and attempt to setup a redelivery within 24 hours.
- ☐ Lanter will have a printed copy of the Delivery Receipt for your LEA and a separate Bill of Lading for the driver to return to Lanter. When checking-in monthly deliveries, an LEA representative must verify quantity, item code & description, and total cases delivered. Should there be any discrepancies from the Delivery Receipt, make sure to document such discrepancies on the **drivers Bill of Lading**. **Include the quantity shorted by item and update the total number of cases verified/received by your LEA before executing a signature.** DESE – FNS will receive a copy of the drivers signed Bill of Lading as Proof of Delivery. If there are not discrepancies marked, DESE – FNS will not have the documentation needed to assist your LEA in recouping the shorted items.
 - If there are additional items or incorrect items on the delivery, do not keep these items. Do not accept any substitutions. Only sign and keep items which match

quantity and item code/description as listed on your Delivery Receipt.

- When signing the driver's Bill of Lading, please sign, date, write the TOTAL # of pieces received, and print your name.

If your LEA has multiple preparation sites and the USDA Foods will be separated, please have one assigned person to check the items in with the driver before the items are broken down by individual site.

Delivery Notices: If you have not been receiving an Email or fax of the advance notice of delivery or if you are not getting a phone call of the delivery date/time, please notify Kim Ackerman with Lanter at 816-459-4823 or KAckerman@Lanterdist.com to update the contact information for your LEA.

The current delivery price per case is \$1.92. Non-public LEAs will receive an invoice from Lanter for the delivery of each case of USDA Food to be paid/submitted back to Lanter. Delivery of USDA Foods to public LEAs is paid for by DESE – FNS; therefore public LEAs will not receive a bill for the **delivery** of USDA Foods. However; all processed USDA Foods have a "fee" associated with the production of each case which is invoiced by each individual processor and is to be paid/submitted back to the respective processor.

Department of Defense Produce Program

MO LEAs can elect to divert a portion of their entitlement towards the [Department of Defense](#) (DoD) Produce Program via the USDA Foods Packet. LEAs making this designation will see their diversions posted in the [Fresh Fruit and Vegetable Order Receipt System](#) (FFAVORS). If you have questions, please contact Matthew Essner, 573-522-1974.

Please note that the DoD and Fresh Fruit and Vegetable Program (FFVP) are completely separate programs. Please reference the [Commodity Expo presentation](#), slide #35 for details.

Quote for the Month

"In helping others, we shall help ourselves, for whatever good we give out completes the circle and comes back to us." – Flora Edwards



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